

It is again my pleasure to recognize innovative initiatives to protect the health and safety of Indiana's workers. Preventing work-related illnesses and injuries saves lives, strengthens families, increases morale, improves productivity, and lowers workers' compensation claims.

I encourage all Hoosier workers and their employers to strive to win a 2003 Governor's Workplace Safety Award.

Safety in the workplace should be every employer's number-one priority. A workplace that invests in safety invests in its future. — Governor Frank O'Bannon

# Governor's Workplace Safety Awards

The Indiana Department of Labor, in conjunction with the Hoosier Safety Council, is seeking nominations for the Year 2003 Governor's Workplace Safety Awards. These awards recognize the most innovative safety and health initiatives among Indiana's workplaces. Applicants should show a strong commitment to workplace safety and health through proactive innovation, education and work practices. The awards focus on what works best at eliminating job-related accidents and illnesses, and maintaining a safe and healthful workplace.

## Eligibility

All Indiana businesses, industrial facilities, individuals, institutions, municipalities, schools, service organizations, trade unions, and nonprofit organizations are eligible for the Governor's Workplace Safety Awards. The awards are sponsored by the Indiana Department of Labor and the Hoosier Safety Council. To qualify, nominees must be in compliance with all applicable local, state, and federal regulations.

The awards are open to all organizations, regardless of size or number of employees. The review committee recognizes the limited resources of small facilities and evaluates the overall effectiveness of the program, process, or technique, relative to facility size.

## Nominations

To nominate yourself or someone else, complete the enclosed application form, answer the application questions, select the appropriate award categories and mail to the enclosed address.



## **Award Categories**

### ***Innovations***

This award will honor programs, processes or procedures used or implemented to create a safer and healthier work environment. The innovation should be unique in nature or have a unique quality that makes it stand apart from what is routine.

The success of the programs, processes or procedures adopted should be evidenced through positive achievements attained as a direct result of the innovation. The results of innovations should be further supported by lost work day incidence (LWDI) rates, OSHA 200 logs and Workers' Compensation modifier rates.

### ***Partnerships***

This award honors community, labor/management, and other partnerships established and maintained in order to create a more desirable workplace culture by reducing illnesses and injuries. Applicants should demonstrate how the partnership was empowered and the reason for its creation. A strong working commitment by each partner should be demonstrated.

The success of a partnership should be evidenced through positive achievements attained. The effects of this partnership may be demonstrated through lost work day incidence (LWDI) rates, OSHA 200 logs, Workers' Compensation modifier rate data, or other measurements of achievement applicable to your organization or program.

### ***Education and Outreach***

This award honors educational activities designed to inform a workforce, community or others of workplace health and safety issues. The efforts should demonstrate an expressed interest in improving the health and safety culture of those reached.

The effectiveness of these efforts may be measured by the number of hours spent on education or the number of safety programs started as a result of the education or outreach efforts. Other measurements are also encouraged as this award hopes to advance all forms of education and outreach.

### ***Technology Transfer***

This award will be presented to the companies, organizations, or individuals who have done the most towards sharing both new as well as established health and safety technology with others in their industry and the community at large. This award honors technology transfer efforts unselfishly given in the interest of improving workplace health and safety.

The technology transfer efforts may be evidenced through testimonials of individuals and organizations that directly benefitted from this transfer or by other forms of evidence.

## **Application Process**

### **Designation of Size and Type of Businesses**

Size and type of business will not specifically be addressed as a criteria. The review committee in its deliberation will decide the distribution of the awards by size and type of business. Businesses with limited resources will be given consideration based on innovations necessitated by these limited resources.

**Complete the enclosed application form and answer the following application questions** – Provide a detailed answer to each of the following questions. Please limit the responses to one typewritten page per question.

1. **Description** – Describe your program, process, or technique. What are you doing? For whom are you doing it? Why did you choose to do it? How and when was it implemented? How is it funded?
2. **Explanation of Innovation** – Why is this program, process or technique unique or innovative? What kind of barriers had to be overcome for implementation? Describe progressive ideas, methods, materials or implementation strategies.
3. **Safety and Health Benefits** – What safety and health benefits resulted from the implementation of the innovation, partnership, education/outreach, or technology transfer? Include a detailed explanation of the direct benefits as well as any unanticipated benefits that were achieved.
4. **Measurable Results** – Describe any measurable results that can be used to quantify the success of your innovation, partnership, education or technology transfer.
5. **Economic Returns** – Describe any economic benefits, such as increased productivity, cost savings, sales increases or workforce impacts. Include any unanticipated benefits that were achieved.
6. **Social Benefits** – Describe any social benefits, such as increased morale or reduced waste. Include any unanticipated benefits that were achieved.
7. **Management Commitment** – Describe how employees, volunteers and the public are empowered to reduce safety and health problems in the workplace. How does management encourage and/or reward employee innovations?
8. **Summary** – In one paragraph, summarize your organization and your accomplishment. Give one specific example of an application of your accomplishment. This paragraph is for informational purposes only and will not be used as award criteria.

**For more information, contact the Bureau of Safety Education and Training:  
Phone: (317) 232-2687  
E-mail: [BuSET@dol.state.in.us](mailto:BuSET@dol.state.in.us)**



## Application for the Governor's Workplace Safety Awards

Name of Organization: \_\_\_\_\_

Nominating as:    ? Entire Organization  
                      ? Division  
                      ? Individual Facility  
                      ? Individual Person  
                      ? Other: \_\_\_\_\_

Type of Operation: \_\_\_\_\_

Standard Industrial Code (SIC), if known: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Person nominating (if different from above): \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Award Categories for which the nominee should be considered. Please check only one per application.

? Innovations                      ? Education and Outreach  
? Partnerships                    ? Technology Transfer

Name of recipient as it would be inscribed on the award: \_\_\_\_\_

\_\_\_\_\_



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**Lost Work Day Incidence Rates****1999****2000****2001**

- A. Average number of employees on payroll  
(Include temporary employees)
- B. Total number of hours worked per year  
(Exposure hours, Not time off – sick, vacation etc.)
- C. Total number of cases involving lost work days
- D. Total number of days away from work plus days  
of restricted work activity
- E. Total number of fatal accidents
- F. Date of last accident involving day(s) away  
from work (Not restricted work activity)
- G. Total days of restricted work activity

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Incidence Rate:  $\frac{\text{Enter Line C} \times 200,000}{\text{Enter Line B}} = \text{Rate}$   
(Frequency)

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Incidence Rate:  $\frac{\text{Enter Line D} \times 200,000}{\text{Enter Line B}} = \text{Rate}$   
(Severity)

\_\_\_\_\_

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**Has your organization experienced any fatalities over the past year?**? **NO**? **YES**

If Yes, please explain: \_\_\_\_\_

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**Submitting Your Nomination**

This form should be completed and mailed to the address below. Answers to the questions should describe the nominee's program in no more than eight (8) single-spaced typewritten pages. Supplemental materials such as newspaper articles, photographs, and publications are welcome. Submit only one (1) copy of supplemental materials. Do not submit video tapes unless requested by the review committee. The Bureau of Safety Education and Training will copy application materials for the review committee. Please retain a copy for yourself as originals will not be returned. **All nomination materials must be received by the Bureau of Safety Education and Training by 4:30 PM, EST, Friday, January 31, 2003.**

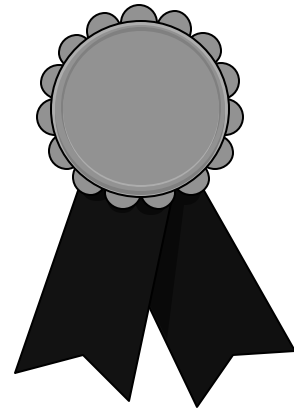
Mail Your Entry To:

**Governor's Workplace Safety Awards  
c/o Bureau of Safety Education and Training  
Indiana Department of Labor  
402 West Washington St., Room W195  
Indianapolis, IN 46204**

# Governor's Workplace Safety Awards

## Award Selection and Presentation

A review committee representing industry, academia, government, and safety and health organizations will evaluate applications. Multiple awards may be presented in a single category. The Governor's Awards are competitive and recognize only exemplary programs; it is possible that no awards will be awarded in a particular category. The Bureau of Safety Education and Training will notify all nominees of their awards status by April 1, 2003. The award ceremony will be held during the Hoosier Safety Council's annual Convention and Safety Seminar in West Lafayette, Indiana on May 1, 2003.



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